

LOT SPLIT REQUEST SUBMITTAL CHECKLIST

The following must be turned in to the City Clerk’s Office by the *submittal date (request the schedule chart)* for your Lot Split to be reviewed by the Planning Commission. **Incomplete applications will not be included on the agenda.**

1. **Pay review fee: \$100.00**
2. **Lot Split Type:** Lot Split Lot Combination Lot Line Adjustment
 Replat Lot Line / Split/Adjustment Combination Other / Single-Lot
 *** Please refer to UDC section 6.7.1 for details regarding each type of Lot Split*
3. Submit **ten (10)** Packets of information, to include: One (1) Packet must contain original signed documents.**
***Submitted materials should be 8 ½ x 11 except the scaled drawing or Plat/Plans. All items must be legible. ***
The applicant is responsible for all documents required for the packets. Missing documents will cause the application to be incomplete.

(If you need extra copies of the plat for yourself, please include the extras you need for yourself.)

- The completed " **Lot Split Application Form**" (attached).
- A **Notarized Statement** that states the applicant is the owner or authorized agent of the owner of the property for which the lot split application is proposed.
- **Documentation** if the owner is identified as a business. Articles of incorporation, article of organization, by law or other paperwork stating who can act on the entity’s behalf. Along with any minutes that state who the person is in that position at time of application.
- The **Legal description** of the property, and a copy of the **Warranty Deed** from Washington County. A copy is acceptable.
- Proof **property taxes are current**. A copy is acceptable.
- **Parcel Map** 8 ½ X 11 (showing location of property on a map including relationships to roads and areas surrounding parcel)
- A full-sized copy of a **Plat/Replat (11x17 or larger)** delineating:
 - The dimensions of the property.
 - The approximate location/s of any building/s with dimensions.
 - Land uses of the adjacent properties.
 - A vicinity map of sufficient clarity to show the location of the property with the zoning.
 - **Must be signed by surveyor.**
 - **Plat/Replat** must include:
 - **Subdivision** name
 - Identify each lot.
 - A signed owner(s) block-signed by owner(s)
 - Signed off by all utilities.
 - Signed and stamped by surveyor and/or engineer.
- **Submit plats, plans and data as specified in Section 6.3 and 6.7** of the City of Lincoln Unified Development Code, inclusive of any and all that may be applicable per City Administrative Officer or City Engineer. (**full size hard copies (11x17 or larger) and half size hard copies (minimum of 8 ½ x 11)**)
- If the project requires an easement, a **draft Easement Deed must be presented as part of this packet** and filed with the Circuit Clerk if approved. A filed copy must be returned with filed plat.
- If applicable, submit a completed "**Variance and/or Wavier Request Application Form**"
- If a **septic system** will be needed, submit a **copy of soil work performed by a Designated Representative** (D.R.) of the Arkansas Health Department.

4. Submit **one (1) 8 ½ by 11, hard copy** of the Scaled Drawing/Plat of Survey/Plan (not included in packets).
5. Submit **one (1) PDF copy** of ALL the required materials by email to cityhall@lincolnarkansas.com Please state the project name in the subject line of the email. Plat must be to scale and submitted separately.

****The number of packets required can be reduced if it is determined that no Planning Commission review is required. Contact the City Clerk to determine the number of packets needed.****

2.6.3 Applicability Further Charges Authorized.

In the event that review beyond the initial City planning or Engineering review fees exceed the original fee submittal amount, the owners and/or Developers shall reimburse the City of Lincoln for all additional expenses incurred throughout the review process. All fee reimbursement to the City by the owner/applicant must be received by the City prior to final approval by the City.

All required paperwork must be received within sixty days of original submission date or application will be closed and submitted paperwork minus review fee can be collected at the front desk for 1 week.

LOT SPLIT INFORMATION

Definitions from Unified Development Code (UDC):

- **Lot Split:** A single lot, tract or parcel is being split into three (3) lots or less, including the remainder tract.
- For the purposes of the Unified Development Code of Lincoln, Arkansas, 'Lot Splits' can include:
 - **Lot Combinations**
 - **Lot Line Adjustments**
 - **Replat Lot Split / Lot Line Adjustment / Combination**
 - as well as **single-lot subdivisions which convert a metes and bounds description into a subdivision plat** suitable for filing at the Washington County Recorder's office.

Review and Approval Process:

- **Your surveyor is encouraged to email a digital copy (PDF) of the survey FOR REVIEW ONLY prior to submitting hard copies.**
- The applicant prepares and files with the Planning Commission an 'Application for Approval of Lot-Split', which is then submitted to the City Clerk for Administrative Review. Administrative Review includes in-house review by the Fire Marshal, utilities, and the Planning Commission Chairperson, as well as any other reviewers the Chairperson feels are necessary.
 - Note that the Planning Commission Chairperson has the right to refer any lot split to the full Commission for review.
 - The Planning Commission Chairperson may request additional information as needed in order to ensure the proposal meets the requirements of this code.
- **The Planning Commission Chairperson is authorized to review and provide approval for the Application**
 1. The Planning Commission Chairperson shall review the final plat of the Lot Split.
 2. If the final plat is satisfactory in light of the objectives of this Code and all required information is contained thereon, the Planning Commission Chairperson shall certify its approval of the plat, make proper notation on the original tracing of said plat, and permit the plat's recording in the office of the Circuit Clerk.
 3. All applicable Final Plat Certificates found in Section 6.5.11, shall be included on the final plat, and all signatures collected prior to filing with the Circuit Clerk.

Design Standards and Required Improvements.

Please see the City of Lincoln "*Unified Development Code*" for a comprehensive understanding of the requirements. This information is available by request at the City Clerk's office, (479) 824-4274.

LOT SPLIT REQUEST APPLICATION

2

2.6.3 Applicability Further Charges Authorized.

In the event that review beyond the initial City planning or Engineering review fees exceed the original fee submittal amount, the owners and/or Developers shall reimburse the City of Lincoln for all additional expenses incurred throughout the review process. All fee reimbursement to the City by the owner/applicant must be received by the City prior to final approval by the City.

All required paperwork must be received within sixty days of original submission date or application will be closed and submitted paperwork minus review fee can be collected at the front desk for 1 week.

Notice: In order for Lot Split Applications to be reviewed, the application with ALL attachments and review fees must be submitted to City Hall. Applicant is responsible for ALL documents and attachments submitted in the with the application.

** Please refer to UDC section 6.7.1 for details regarding each type of Lot Split

Lot Split Type: Lot Split Lot Combination Lot Line Adjustment
 Replat Lot Line / Split/Adjustment Combination Other / Single-Lot

Name of Development

Applicant's name:

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

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.*

Signature of Applicant: _____ Date: _____

Property Owner:

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

PROPERTY OWNER(S)/AUTHORIZED AGENT: *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 and that I/we have read this application and consent to its filing. (If the applicant is an authorized agent, a notarized letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)*

Signature of Property Owner or Agent: _____ Date: _____

Additional Contacts:

Name: _____
Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?
Name: _____
Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

Please submit a separate sheet of paper if you need more space to include everyone who needs to be contacted for this project.

[APPLICATION CONTINUES ON BACK]

LOT SPLIT REQUEST APPLICATION

Property Information:

Address, Proposed Land Use, and Brief Description of Project:

Utility Information:

(Check box if utility has existing lines on or fronting the property and write the name of the company.)

Water company name: _____ Electric Company name: _____
 Gas company name: _____ Telephone company name: _____
 Cable company name: _____ Sewer System _____ Septic (check if applicable)

Parcel Information:

Tax Parcel Number(s): _____ - _____ - _____
Total Parcel Acreage: _____ Current Zoning: _____
Floodplain: yes no FIRM / Map #: _____ Floodplain type (A, AE, etc.): _____
Proposed # of Lots: _____ Proposed Use of Lots: _____
Proposed acreage of Lot 1: _____
Proposed acreage of Lot 2: _____
Proposed acreage of Lot 3 (remainder): _____

More than 3 lots requires Subdivision Plat Approval.

Road Information:

U.S., State, or City Street(s) giving access to property: _____
Road surface (asphalt, gravel, unimproved, etc.): _____ Right of way width: _____

Zoning Variance and / or Waiver Information:

Does the Lot split meet all zoning and/or area requirements? yes no*

*If NO, a variance or waiver may be required. Please contact the city for more information.

Are there any proposed variances associated with this request? yes** no

Are there any proposed waivers associated with this request? yes** no

**Additional information is required to be submitted.

ALL SIGNATURE LINES MUST BE SIGNED FOR THE APPLICATION TO BE PROCESSED.

OFFICE USE ONLY:

Date Packet received: _____ Date packet completed: _____

Planning Commission Approval: _____ City Council Approval: _____

Tabled Dates: _____

Date of Denial: _____ Appeal Filed _____

Reviewed and Accepted: _____ Police: _____

Fire: _____ Water: _____

Notes: _____

<u>REQUIREMENTS CHECKLIST</u>	Lot Split
SUBMITTAL REQUIREMENTS	
Completed application and required attachments	√
Hard copies and digital copy of the plat/plan submitted.	√
Payment of application fees.	√
Proof property taxes are current	√
Source of title to property giving deed record book page number or instrument #	√
Other reports/plans as needed. Determined by the City Administrative Officer or the City Engineer. Includes, but is not limited to, environmental impact studies, traffic studies, and architectural plans.	√
(Planning Commission) Requested waivers if applicable: <ul style="list-style-type: none"> a. Written description of City requirement to be waived b. Letter describing reason for request c. Waiver fee 	√
(Board of Zoning Adjustments) Requested variances, if applicable: <ul style="list-style-type: none"> a. Written description of zoning code to be varied. b. Letter describing reason for request. c. Waiver fee. d. Public Hearing notification required. 	√
GENERAL REQUIREMENTS	
Title Block	√
Development Type	√
Revision Block	√
Name of Subdivision- Subdivision names shall be shown and final as approved on the Preliminary Plat.	√
Subdivision Type	√
Complete and accurate legend.	√
North arrow, scale, dates of preparation, zoning classification, and proposed use	√
License number and registration for all professionals	√
Name and address of Developer.	√
Name and address of owner of record	√

<u>REQUIREMENTS CHECKLIST</u>	Lot Split
Vicinity Map covering a minimum area within a radius of one-half mile of the proposed subdivision at a scale of at least (1) inch to two thousand feet. The vicinity map shall generally locate arterial streets, highways, section lines, railroads, schools, parks and other significant community facilities.	√
Location of tract by legal description including area in square feet or acres (Note: if the project is contained in more than one tract, the legal description for each individual tract and total tract description must be provided).	√
Bearings and distances, adjusted, shown on all boundary lines and ties to all corners of record utilized. Where boundary lines are curves, sufficient curve data shall be provided to adequately describe and field locate the curve. As a minimum, curve data for each curve shall consist of radius, arc distance, delta angle and chord bearing and distance. Where boundary lines are common with previously platted properties, record bearings and distances shall also be shown.	√
Municipal and or county boundaries that pass through or about the development.	√
Cultural and natural features	√
Soil tests where indicated	√
Location of all existing structures.	√
REQUIRED NOTES	
If the property is located within the Floodplain as determined by FEMA, show the 100-year floodplain, floodway, and base flood elevations. Reference the FIRM panel number and effective date. If not applicable, add a note on the cover page stating such.	√
EXISTING UTILITIES	
Show all known on-site and off-site existing utilities and easements (dimensioned), and provide the structures (pedestals, poles, etc.), locations, types, and condition and note them as "existing" on the plat.	√
Existing easements shall show the name of the easement holder and purposed 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.	√
Show the location of any existing septic tank (s), and lateral fields, including details of leachate pipes and drain fill material. Show primary and alternate lateral field areas.	√
Indicate the location or any existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project. If not applicable, add a note on the cover page stating such.	√

<u>REQUIREMENTS CHECKLIST</u>	Lot Split
PROPOSED UTILITIES	
Regarding all proposed sanitary sewer systems:	
If a septic system is to be used: show the location of any proposed septic tank (s), and lateral fields, including details of leachate pipes and drain fill material. Show primary and alternate lateral field areas.	√
The width, approximate locations, and purposes of all proposed easement or rights of ways for utilities, drainage, sewers, floor control, ingress/egress or other public purposes within and adjacent to the project.	√
PROPOSED AND EXISTING SIDEWALKS, STREETS, RIGHTS-OF-WAY, and EASEMENTS	
Identify and dimension all access easements, including ingress and egress.	√
Street names, class per Master Street Plan, rights-of-way, centerlines, and easements bordering or traversing the property.	√
Show and dimension the existing Right-of-way, and the proposed Right-of-Way (to follow the Master Street Plan).	√
Indicate the location, widths, and grades of all existing and proposed streets, alleys, paths, and other rights-of-way, 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.	√
All items shall be dimensioned and labeled if previously dedicated per a separate document.	√
SUBDIVISION OF LAND	
An index including acreage before and after the subdivision. Including a tabulation by lot and /or tract showing area and width at front setback line.	√
Show all required setbacks.	√
SITE PLAN	
Show all required setbacks.	√
OTHER APPROVALS	
Written approval of any wastewater treatment facilities by the AEDQ, Arkansas Dept. of Environmental Quality	√
Written approval of water and wastewater facilities from the Arkansas State Dept. of Health	√
Driveway permits from the Arkansas Department of Transportation (ARDOT) when connecting to a state highway.	√
Any other permits required by other agencies	√

<u>REQUIREMENTS CHECKLIST</u>	Lot Split
CERTIFICATIONS (Signature blocks)	
Certificate of Ownership and Dedication	√
Certificate of surveying accuracy	√
Certificate of Plat/Plan Approval	√

Required Final Plat Certificates

Certificate of 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, easements, etc. as shown on said plat.

Signed _____ Date of Execution _____

Name: _____ Address: _____

Source of Title: Book ____ Page ____ Instrument Number: _____

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: _____

Signed: _____

Registered Land Surveyor No. _____ State of Arkansas

Certificate of Final Plat Approval

Pursuant to the Lincoln Unified Development Code and all other conditions and approval 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: _____

Lincoln Planning Commission Chairperson _____

Administrative Official _____

Mayor _____