

SMALL SITE PLAN / GRADING PERMIT REQUEST SUBMITTAL CHECKLIST

The following must be turned in to the City Clerk's Office by the *submittal date (see schedule chart in this packet)* for your Small Site/Grading Permit Request to be reviewed by the Planning Commission. Incomplete applications will not be included on the agenda. Please refer to UDC Section 6.3 and 6.9 and 6.10 for details on the review process.

Incomplete applications will not be included on the agenda.

1. Pay **review fee** (*check applicable box*): Less than 1 acre = \$100 1-5 acres = \$200 Over 5 acres + \$250
2. Submit **ten (10) Packets of information**, to include: ***One (1) Packet will 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 for yourself please include this number for yourself.)

- The completed "**Small Site Plan / Grading Permit 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 rezoning 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.
 - A **written statement** describing the request.
 - A full-sized copy of the Site Plans (**11x17 or larger**)
 - Plats, plans and data as specified in Section 6.3 and 6.9 and 6.10, concerning existing conditions within the site and its vicinity and which shall convey the intentions of the applicant as to the proposed layout and type of development, prepared by a registered Engineer or licensed surveyor, with all items required for a preliminary LSD plans and other documents as specified in the application and Section 6.3 and 6.9 and 6.10
 - Submit **Landscape Plans** in accordance with UDC Section 5.3.
 - **Must be signed by surveyor and engineer.**
 - Submit **Traffic Statement** (impact of development based on expected increase in vehicle traffic). A full Traffic Study *may* be required.
 - Submit a **Drainage Statement** explaining the expected impact. A full Drainage Report (2 copies required for the full report) *may* be required. Please refer to the **Drainage Checklist** for guidance (*attached*).
 - Submit the **Gallon Per Minute (GPM) fire flow at the nearest adjacent hydrant** (if known)
 All fire flows must meet minimum State Fire Code standards. A flow test or engineered hydraulic study may be required.
 - 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.
 - Submit **Architectural Drawing Elevations** showing each side of the structure, all entrances, window, site objects, and fixtures, to include color and type of material.
 - Any additional information requested by the Administrative Official required for review.
 - 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.
 - If applicable, submit a completed "**Variance and/or Wavier Request Application Form**"
3. Submit **one (1) 8 ½ by 11, hard copy** of the Plat (not included in packets).
 4. Submit **one (1) PDF copy** of ALL the required materials by email to cityhall@lincolnkansas.com Please state the project name in the subject line of the email. Plat must be to scale and submitted separately

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. Last updated 07.08.2022 bcb

Minimum Requirements enforced by the City Fire Official

Disclaimer: These minimum requirements do not inhibit the City Fire Official from enforcing other State Fire code issues.

- **INGRESS AND EGRESS**. The number of entrances, exits, and turn radii adequate to provide uninterrupted emergency services to all areas of the proposed development.
- **WATER SUPPLY**. The water supply should be adequate to support fire hydrants and maintain a reasonable amount of fire flow water to the development.
- **HYDRANT SPACING** should comply with code according to type of development
- **APPROVED ACCESS ROADS** for fire apparatus shall be constructed in a way that will support a minimum of 75,000 pounds in all weather conditions.
- **DEAD END ROADS** in excess of 150' long shall be provided with an approved turn around or cul-de-sac.

SMALL SITE PLANS / GRADING PLANS INFORMATION

Small Site Plans and Grading Plans – as regulated by section 6.9 of the City Unified Development Code (UDC)

- The Small Site Plan and Grading Plan standards shall be applicable to any expansion of a Commercial, Institutional, Industrial, or Multi-Family development not meeting the requirements for Large Scale Development, and to any site grading or clearing.
- Additionally, the Small Site Plan and Grading Plan Standards shall apply to site development work which can include, but is not limited to, the creation of new parking or outdoor storage areas, the expansion of existing parking or outdoor storage area, temporary parking or outdoor storage areas, and other site work on Commercial, Institutional, Industrial, and Multi-Family developments that does not include any part of the building structure.
- A Small Site Plan and Grading Plan is required to be submitted to the Planning Commission Chairperson for all such development or building construction regardless of zoning and for additions to existing developments or buildings regardless of zoning.
- Single family residential and duplex residential construction are specifically exempted from this requirement.

Review and Approval Process.

- The applicant prepares and files with the Planning Commission an 'Application for Small Site Plan or Grading Plan', which is then submitted to the City Clerk for Administrative Review. Administrative Review includes an in-house review by the Fire Marshal, utilities, City Engineer, 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.

Design Standards and Required Improvements.

Please see the City of Lincoln "Subdivision and Site Plan Ordinance" code for a comprehensive understanding of the requirements. All zone related development information may be found in the City's "Land Use Ordinance" code. Both documents may be accessed online at: http://www.lincolnkansas.com/?page_id=700 or are available by request at the City Clerk's office, (479) 824-3321.

** NOTE: **UDC Section 6.10** applies an array of detailed design standards applicable to 'Small Site Plans'. **

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SMALL SITE PLANS / GRADING PLANS REQUEST APPLICATION

Notice: In order for Small Site/Grading Plan Applications to be reviewed, the application with attachments and review fees must be submitted to City Hall.

Name of Development: _____

Applicant: _____

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: _____

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.]

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SMALL SITE PLANS / GRADING PLANS 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/Units: _____ Proposed Use of Lots/Units: _____

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 site plan 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:

.....
Planning Commission Approval: _____ City Council Approval: _____

Tabled Dates: _____

Date of Denial: _____ Appeal Filed _____

Notes: _____

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<u>REQUIREMENTS CHECKLIST</u>	Small Site Grading Plan
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 #	√
Drainage Report hardcopy and digital file. See Drainage Report Checklist for all requirements.	√
Landscape Plans, if applicable. See Landscape Code for all requirements. Must also include: <ul style="list-style-type: none"> a. Existing trees to be preserved. b. Irrigation plans. 	√
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.	√
As-built drawings (at Final) hard copies and digital files	√
(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	√
Name of Development	√
Revision Block	√
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>	Small Site Grading Plan
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.	
Accurate locations and adequate physical descriptions of all monuments shall be shown indicating size, type of material and construction thereof.	√
Adjoining property lines of all adjacent properties, owners' names, parcel numbers, and current zoning	√
Municipal and or county boundaries that pass through or abut the development.	√
A phasing plan outlining the boundaries for each phase and the location of all monuments for the subdivision	√
Cultural and natural features	
Soil tests where indicated	√
Location of all existing structures.	√
REQUIRED NOTES	
Note if the Army Corps of Engineers have determined that any portion of the site is within a wetlands area. If not applicable, add a note on the cover page stating such.	√
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.	√
Indicate 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.) 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.	√

<u>REQUIREMENTS CHECKLIST</u>	Small Site Grading Plan
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.	√
Indicate the location of any known existing or proposed ground leases or access agreements (shared parking lots, drives, areas of land that will be leased). List any deeded mineral, gas, and oil rights and registry recording information. If not applicable, add a note on the cover page stating such.	√
Indicate the location and size of existing signage, if any.	√
PROPOSED UTILITIES	
a. Provide pipe locations, sizes, and types	√
b. Manhole locations of rim and invert elevations	√
c. Profiles including slope in percentage and existing and proposed utilities when crossing or parallel in vicinity	√
d. Provide plan and route for access to all manholes.	√
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.	√
Show the location of proposed fire hydrants, meters, valves, backflow preventors, and related appurtenances.	√
Show locations of all proposed utility lines: a. Note whether the line is above or below ground b. Show all related utility structures (pedestals, poles, etc.).	√
Regarding all proposed water systems, on or near the site: a. Provide pipe locations, types, and sizes b. Show that design of water and sewer utilities will not conflict with other underground utilities.	√
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.	√
Indicate the location and size of proposed signage, if any. All signs must be permitted separately and comply with the sign code section of the Lincoln Unified Development Code.	√
PROPOSED AND EXISTING SIDEWALKS, STREETS, RIGHTS-OF-WAY, and EASEMENTS	
A layout of adjoining property (within at least 300') in sufficient detail to show the effect of proposed and existing streets (including those on the master street plan), adjoining lots, and off-site easements.	√
Identify and dimension all access easements, including ingress and egress.	√
A preliminary easement plat may be required by the Planning Commission depending on the number and location of easement. After construction of the approved development, copies of the easement plat must be filed, and submitted to City Hall.	√

<u>REQUIREMENTS CHECKLIST</u>	Small Site Grading Plan
Curb cuts for development and curb cuts of adjacent properties; including those across the street, street intersections; these items shall be dimensioned relative to each other, proposed.	√
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 be in compliance with 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.	√
Show all sidewalks, existing and proposed, in compliance with the Master Street Plan.	√
SUBDIVISION OF LAND	
Show all required setbacks.	√
SITE PLAN	
Indicate the location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate a pattern of traffic flow; include a table showing require, provided, and handicapped accessible parking spaces.	√
Building outline dimensioned from the property lines, sidewalks, curbs, drives, parking, and striping.	√
Location of buffer strips, fences or screen wall, where required.	√
Indicate the location of garbage service.	√
Exterior lighting quantity, direction, and pattern. Lighting cut sheet showing type of lighting to be used. All lighting adjoining or visible from residential areas shall be full cut-off fixtures.	√
Architectural Drawing Elevations showing each side of the structure, all entrances, window, site objects, and fixtures, to include color and type of material. Must meet the Design Standards for building exteriors for Large Scale Developments, Small Site Plans, and Multi-family Residential uses.	√
Show all required setbacks.	√
For all residential other than single-family, indicate the use of all buildings, and list in a table the number of units and bedrooms.	√
For non-residential use, indicate the gross floor area, and for multiple uses, the floor area devoted to each type of use.	√
DRAINAGE	
Regarding all storm sewer structures and drainage structures:	
a. Provide structure types and locations	√

<u>REQUIREMENTS CHECKLIST</u>	Small Site Grading Plan
b. Provide pipe sizes and types	√
Drainage improvements and drainage runoff quantities (cubic feet per second), prepared by a Professional Engineer, with points of entry and exit for the development, show flood hazard area.	√
Provide contour information (existing and proposed): a. Two-foot intervals for ground slope between level and 10 percent. b. Five-foot contour intervals for ground slope exceeding 10 percent. c. Contours of adjacent land within 100 feet of the project shall be shown.	√
Indicate any known erosion problems on site or within 100' downstream of the property. Provide locations and types of all stormwater runoff control device and improvements as part of the overall stormwater prevention plan for the project site.	√
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	√
CERTIFICATIONS (Signature blocks)	
Certificate of Engineering accuracy	√
Certificate of Ownership and Dedication	√
Certificate of surveying accuracy	√
Certificate of Plat/Plan Approval	√

DRAINAGE REPORT CHECKLIST:	Small Site/Grading Plan
A technical drainage report may be required that is prepared by a registered professional Engineer or licensed landscape architect, licensed to practice in the State of Arkansas, describing the assumptions, calculations, and procedures used for determining compliance with the Urban Drainage Design Manual.	√
<u>Aerial Photograph.</u> Aerial photograph of the project vicinity, covering the project area and the totals lands that contribute runoff.	√
<u>Topographic map.</u> Topographic map of the project showing the location and elevation of benchmarks, including at least one benchmark for each control structure.	√
<u>Soils and vegetation map.</u> Soils and vegetation map displaying the most recent U.S. Soil Conservation Service information and encompassing both the project area and the drainage area that contributes runoff.	√
<u>Existing and proposed improvements.</u> Plans detailing existing and proposed building and pavement locations, proposed grading and drainage improvements, as well as supplemental details showing drainage release structures and stormwater conveyance systems.	√
<u>Erosion control drawings.</u> Plans identifying the type, location, and schedule for implementing erosion and sediment control measures, including appropriate provisions for maintenance and disposition of temporary measures.	√
(a) Project title and date	√
(b) Project location: include the street address and a vicinity map;	√
(c) Project description: a brief description of the proposed project;	√
(d) Project owner's name, address and telephone number;	√
(e) Site area: to the nearest 0.1 acre;	√
(f) Site drainage: a brief description of the site drainage for the proposed project (Description of the drainage onto, through, and away from the site. Describe existing and proposed conditions.)	√
(g) Area drainage problems: provide a description of any known on-site, downstream or upstream drainage/flooding problems;	√
(h) Upstream and downstream drainage: a) pre- and post-developed drainage area maps as well as inlet area maps with the time of concentration flow paths and b) proposed and existing topography shown as appropriate. (PRE: Include CURRENT conditions for the drainage area that contributes to runoff. Show offsite and onsite drainage. Include different drainage areas and flow patterns.) (POST: Include PROPOSED conditions for the drainage area that contributes to runoff. Show offsite and onsite drainage. Include different drainage areas and flow patterns.)	√

DRAINAGE REPORT CHECKLIST:	Small Site/Grading Plan
DRAINAGE REPORT CHECKLIST:	Preliminary LSD Plan
(i) Summary of runoff: provide a table with the 1, 2, 5, 10, 25, 50, and 100-year storm flows for existing and proposed conditions (with and without detention if shown) and the proposed difference in flows;	√
(j) <u>Calculations</u> : provide copies of all calculations performed, including: <ul style="list-style-type: none"> A. Runoff flow calculations for the 1, 2, 5, 10, 25, 50, and 100-year storm events (existing and proposed conditions); B. Coefficients or runoff curve numbers; C. Inlet calculations, include any ponded area created at each; D. Pipe or culvert calculations; E. Open-channel calculations including any flumes; F. Pavement Design Drainage - If curb & gutter is used, include width of spread for design flow. G. Detention calculations including: <ul style="list-style-type: none"> • Basin sizing calculations; • Outlet structure design with release rates computations for the 1, 2, 5, 10, 25, 50, and 100-year storm events; • Stage-storage and stage-discharge curves; and 	√
(k) 1% ANNUAL CHANCE (AKA '100-YR. ') WATER SURFACE ELEVATION - The water surface elevation resulting from the 100-year storm for all overland flow, including flow in the streets, parking lots, swales, and between lots shall be calculated and shown on the construction plans. Minimum floor elevation shall be shown a minimum two feet above the 100-year flood elevation on each lot when located in a designated floodplain. Minimum floor elevations for other area shall be a minimum of one foot above the calculated 100 year water surface elevation of open channels, swales or overland flow.	√
(l) Hydraulic grade line calculations.	√
(m) Recommendations/Summary: description of any assumptions made in the calculations, drainage improvements to be made to the site and the expected effects of the project. (condition of downstream receiving areas, increase in flows, and detention or lack of detention.)	√
(n) <u>Certification</u> : All drainage reports shall be signed, sealed and dated by an Engineer registered in the State of Arkansas and shall include the following certification: I _____, Registered Professional Engineering No. _____ in the State of Arkansas, hereby certify that the drainage designs and specifications contained in this Report have been prepared by me, or under my responsible supervision, in accordance with the regulations of the City of Lincoln, Arkansas, the Professional Engineers Registration Act of the State of Arkansas,	√

DRAINAGE REPORT CHECKLIST:	Small Site/Grading Plan
and reflect the application of generally accepted standards of Engineering practice. I further certify that the improvements outlined in this Report will not have any adverse effects to life or downstream properties. I understand that review of these plans is limited to general compliance with the City codes and regulations and does not warrant the Engineer's design or imply any liability to the City of Lincoln for the designs contained herein.	

Final Plat Certificates - Each final plat, and final plan submitted to the staff for approval shall carry the following certificates printed thereon.

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 Engineering Accuracy	
I, _____, hereby certify that this plat or plan correctly represents a plat or plan made by me, and that Engineering requirements of the Lincoln Unified Development Code have been complied with.	
Signed _____	
Date of Execution _____	Name _____
Professional Engineer No. _____ Arkansas	

Certificate of Surveying Accuracy	
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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 _____