

FINAL PLAT 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 Final Plat Request to be reviewed by the Planning Commission. Incomplete applications will not be placed on the agenda. Please refer to **UDC Section 6.3 and 6.5** for details on the review process.

Incomplete applications will not be included on the agenda.

Prior to approval by the Planning Commission, all items in 6.5.9 Criteria for Substantial Completion (Non-Bondable Items) shall be completed. Additional items in 6.5.10 Criteria for Substantial Completion (Bondable Items) may submit bonds.

1. Pay **review fee** (check applicable box): **29 lots or less = 150.00** **More than 29 lots = 350.00**
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 "**Final Plat 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 Plat (**11x17 or larger**)
 - Plats, plans and data as specified in Section 6.3 and 6.5, 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 plat and other documents as specified in the application and Section 6.3 and 6.5. This must be drawn at the same scale and dimensions used for the approved preliminary plat.
 - **Must be signed by surveyor and/or engineer.**
- If a **septic system** is utilized for sewerage, submit a **copy of approved septic design, signed by the Designated Representative (D.R.)** of the Arkansas Health Department, associated with the Soil Work performed during the Preliminary Plat review and approval process. Final Plats shall note location of all successful soil percolation tests for those lots to be served by on-site septic and disposal systems.
- If the project requires an easement, a **draft Easement Deed was presented with the Final Plat packet** and filed with the Circuit Clerk if said Final Plat was approved. A filed copy must be returned with filed plat. If applicable during Final Platting, **verification that any and all required Variances' or Waivers were submitted and approved.** Note all applicable case numbers, date of hearing/decisions, as notations on the Final Plat.
- **Verification from the Fire Official that all fire flow statements, or reports meet minimum State Fire Code standards.** If flow tests or engineered hydraulic study were required, Final Plat shall include all applicable notations.
- Any additional information requested by the Administrative Official required for review.

[CHECKLIST CONTINUES ON BACK.]

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.

3. **Assurance for Completion of Improvements.** See section **6.15.2** for additional information.
4. **As-Built drawings** – both in hard copy (2 full size), and in digital format. This set of plans and drawings shall include:
 - Plans of all streets and alleys showing the location of all utility lines.
 - Centerline profiles of all streets.
 - Profiles or invert elevations of all storm and sanitary sewerage lines as such improvements shall have actually been installed by the applicant.
 - Any detention facilities for stormwater management. Elevations of water surface and outlets.
 - A letter submitted by a Professional Engineer certifying that all improvements and installations have been made in accordance with the submitted construction plans and drawings and the standards established by the City or the County, and said improvements and installations are functioning properly.
 - Signed and stamped by surveyor and engineer.
5. Submit **one (1) 8 ½ by 11, hard copy** of the Plat (not included in packets).
6. 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. Plat must be to scale and submitted separately.

FINAL PLAT INFORMATION

What is a “Subdivision”? As defined by the City Unified Development Code (UDC)

‘The division of a parcel of land into two (2) or more lots or parcels for the purpose of transfer of ownership or building development.’

Review and Approval Process.

- Have City Staff check the zoning of your property to assure it allows your proposed use or whether a conditional use or zoning change may be needed.
- Pre-planning meeting
Schedule a time to meet with City Staff to have regulations explained and to obtain the necessary application forms (479) 824-4274.
- Preliminary review
 - Submit a completed preliminary plat application & submission to the City by the submittal date for review.
 - Staff and utility companies will review plans and submissions and a technical review meeting will be held.
 - Applicant will make any and all needed changes to the plan & submission.
 - The project will be presented to the Planning Commission for their consideration.
- Construction plan review
Depending on what improvements will be constructed as a part of the development, construction plans and specifications for the required improvements must be submitted to and approved by the appropriate agencies and individuals prior to the advertising for bids or beginning construction.
- Final review
 - Submit a completed final plat application & submission to the City.
 - Staff and utility companies will review plans and submissions and a technical review meeting will be held. Verifications will be made by the proper entities that any required infrastructure has been appropriately constructed and inspected.
 - Applicant will make all needed changes to the plan & submission.
 - The project will be presented to the Planning Commission for their consideration.

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FINAL PLAT REQUEST APPLICATION

Notice: Final Plat Applications to be placed on Planning Commission meeting agenda must have applications turned in to the City Clerk by the submittal date (shown on the attached schedule.)

Name of Development: _____

DATE OF PRELIMINARY PLAT APPROVAL [MM / DD / YYYY] _____

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.

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[APPLICATION CONTINUES ON BACK.]

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FINAL PLAT 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: _____

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 plat meet bulk and area requirements of the current zoning? yes no**

** If NO ---- PROVIDE: VARIANCE DATE OF DECISION. _____

Does the plat meet all development standards contained in the UDC? yes no**

** If NO ---- PROVIDE: WAIVER DATE OF DECISION. _____

** Final Plats must notate variances and/or waivers granted by case number and decision date, along with relevant relief requested, and, label specifically on the plat for clarification where applicable **

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: _____

<u>REQUIREMENTS CHECKLIST</u>	Final Plat
SUBMITTAL REQUIREMENTS	
Completed application and required attachments	√
Hard copies and digital copy of the plat/plan submitted.	√
Payment of application fees.	√
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.	√
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	√
Name of Subdivision- Subdivision names shall be shown and final as approved on the Preliminary Plat.	√
Subdivision Type	√
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	√
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.	√

<u>REQUIREMENTS CHECKLIST</u>	Final Plat
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	√
Bill of assurance proposed for the subdivision generally describing proposed covenants, restrictions and conditions applicable to a property shall be submitted for review at the time of preliminary plat review.	√
Cultural and natural features	√
A description of commonly held areas, if applicable.	√
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 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 and size of existing signage, if any.	√
PROPOSED UTILITIES	
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.	√

<u>REQUIREMENTS CHECKLIST</u>	Final Plat
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	
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.	√
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	
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.	√
The lot layout, the dimension of each lot, number of each lot, total area in square footage or acreage to the nearest 1/100 th acre of each lot. a. Lots shall be numbered consecutively for all phases. These numbers shall be associated with each phase of subdivision. b. The total number of lots shall be indicated on the plat. c. For Phased Developments, a plat showing all phases is required.	√
Show all required setbacks.	√
The designation of all "out lots" and anticipated uses.	√
SITE PLAN	
Open space/green space/landscaping, proposed	√
Show all required setbacks.	√

<u>REQUIREMENTS CHECKLIST</u>	Final Plat
DRAINAGE	
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.	√
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	√
Certifications that the plat of the subdivision boundary has been surveyed and duly filed for record in the offices of the state surveyor	√
Certificate of Plat/Plan Approval	√

Final Plat Certificates

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	
<p>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.</p>	
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

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 _____