

CITY OF JOHNSON, ARKANSAS

FINAL PLAT

FOR STAFF USE ONLY

FEE: \$200.00 - \$800.00

Date Application Submitted: _____
Date Accepted as Complete: _____
Petition Number: _____
Public Hearing Date: _____
Planning Commission Action: _____
City Council Action: _____
Zone: _____

Please 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.

Application:

Indicate one contact person for this request: _____ Applicant _____ Representative
Applicant (person making request): _____ Representative (engineer, surveyor, realtor, etc.): _____

Name: _____

Name: _____

Address: _____

Address: _____

E-mail: _____

E-mail: _____

Phone: () _____

Phone: () _____

() _____

() _____

Fax: () _____

Fax: () _____

Site Address / Location: _____

Current Zoning District: _____

Assessor's Parcel Number(s) for subject property: _____

Total Acreage: _____ Number of Lots: _____ Number of Dwelling Units: _____

FINANCIAL INTERESTS

The following entities and / or people have financial interest in this project:

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein and 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 of approval.

Name (printed): _____

Date: _____

Signature: _____

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 signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

Owners (attach additional info if necessary):

Name: (printed): _____

Address: _____

Signature: _____

Date: _____

Phone: () _____

Name: (printed): _____

Address: _____

Signature: _____

Date: _____

Phone: () _____

Checklist:

Attach the following items to this application:

1. Payment in full of applicable fees for processing the application:

Preliminary Plat	
Non-Residential	\$800.00
Ten or less residential units	\$200.00
Twenty-five or less residential units	\$400.00
Twenty-six or more residential units	\$800.00
2. Legal description and parcel numbers of property (may be found on deed or current survey of property). A survey may be required if the deed cannot be platted accurately.
3. Twenty four (24) copies of the plat or plan collated, bound and *folded* to page size with title information on the outside. Maximum submittal size is 18x24. Plats should be drawn in layers, symbols, and line types. All of the following information shall be contained on a single plat. Grading/drainage may be submitted on separate plat if desired. Any deviation from this format will have to be approved prior to submittal.
4. After the Technical Plat Review Meeting (TPR), resubmit twenty four (24) copies of plans, digital copies and a written response to all TPR committee comments

PLAT INFORMATION

General

5. Names, addresses, zoning, parcel numbers and property lines of all property owners adjacent to the exterior boundaries of the project (including individual lots across streets and rights-of-way) shall be located on the plat at the correct location.
6. Names, addresses, telephone numbers, of owner(s), developer(s) and project representative.
7. North arrow, scale (graphic and written), date of preparation, zoning classification, and proposed use.
8. Title block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawing, date, and revisions.
9. Provide a complete and accurate legend.
10. A vicinity map of the project with a radius of 1.5 miles from the project. This map shall include any Master Street Plan streets as well as the 100-year flood plain boundary.

11. Street right-of-way lines clearly labeled. The drawing shall depict any future R.O.W. needs as determined by the AHTD and Master Street Plan. Future R.O.W. as well as existing R.O.W. and center lines should be shown and dimensioned.
12. The location of all existing structures. Show the location of proposed buildings, square feet and height. Dimension buildings from the roof overhang and setbacks to property lines.

Legal Description

13. Written legal descriptions including area in square feet or acres that read clockwise. This shall be provided on the plat. (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
14. Boundary survey of the property shown on the plat. The surveyor shall seal, sign, and date the survey. The survey shall be tied to state plane coordinates.
15. Provide a benchmark, clearly defined with an accuracy of 1/100'. This benchmark must be tied to USC & GS Datum, supply coordinates. Benchmarks include but are not limited to the following: fire hydrant, man hole, etc.
16. Each plat shall have 2 points described in State Planes Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83)
17. Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
18. Curve data for any street which forms a project boundary.

Floodplain / Floodway / Wetlands

19. Show 100-yr floodplain and / or floodway and base flood elevations. Reference the FIRM panel number and effective date or flood zone statement if not in flood zone.
20. Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress.

Utilities

21. Show on the drawing all known on-site and off-site utilities and easements (dimensioned) and provide the structures locations, types, and condition and note them as "existing" on the plat.
22. Easements shall show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.

Streets, Rights-of-way, and Easements

23. The location, diminutions, grades, and names of all existing and proposed streets, alleys, sidewalks, and other rights-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the radius of each centerline curve. Private streets shall be clearly indicated and named. Names of streets should be approved by the City of Johnson and Washington County 911.
24. A layout of adjoining property (within 250') 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. This information can be obtained from the Master Street Plan and/or Aerial Photos.
25. The location of all existing and proposed street lights (At every intersection, cul-de-sac & every 250' and associated easements to serve each light.)

Subdivision of Land

26. The lot layout, the dimensions of each lot, number of each lot, total area in square footage and acreage to the nearest 1/100th acre of each lot, and the approximate finish grade where pads are proposed for building sites. Lots shall be numbered consecutively for all phases. The total number of lots shall be indicated on the plat.
27. For phased development, a plat showing all phases is required. Lots shall be numbered consecutively through all phases.

Site Specific Information

28. The location of known existing or proposed ground leases or access agreements, if known. (e.g. shared parking lots, drives, areas of land that will be leased)
29. The boundaries, acreage, and the use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes it shall be designated.
30. Location of buffer strips, fences or screen walls.
31. A description of commonly held areas, if applicable.
32. Draft of covenants, conditions, and restrictions, if any.
33. Show required building setbacks for large scale developments. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Planning Commission for proposed setbacks less than those set forth in the zoning district.

Other Requirements

34. Any other data or reports as deemed necessary for project review by the City of Johnson.

A pre-application conference may be arranged and is encouraged to review the proposed project and discuss the checklist requirements.

(Note: As this request goes through the review process, revised copies of the project plat, and elevations, if applicable, will be required.)