

CITY OF JOHNSON, ARKANSAS
PROPERTY LINE ADJUSTMENT

FOR STAFF USE ONLY

FEE: \$200.00

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:

	Zoning District	Assessor's Parcel Numbers for Properties	Parent Tract (acres)	Resulting Tracts (acres)
Tract A				
Tract B				
Tract C				
Tract D				

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: () _____

Application Checklist:

Attach the following items to this application:

1. Payment in full of applicable fees for processing the application - \$200.00
2. Correspondence in the form of a written letter to the City of Johnson describing the scope, nature and intent of the proposal.
3. A typed list of all adjacent property owners, including those lots across streets. List must include name and full address.(May be found in the County Assessor's office)
4. Proof of notification of adjacent property owners:
Each adjacent property owner must be notified by letter explaining your request, and given the date, time and place of the meeting. Each such property shall be notified by certified mail and a copy of the green certified mail receipt shall provide such proof. (Not to be sent until placement on the Planning Commission agenda - but no later than 15 days in advance of the meeting)
5. Twenty four (24) copies of a survey of the property showing all required information for a Property Line Adjustment listed on the Plat Requirements checklist. These requirements are listed on the Plat Requirements page of this application. Clearly label all original and proposed property lines.

Note: *In order for the Washington County Assessor's Office to officially recognize this property line adjustment on the deed for the property, a Correction Deed or Quitclaim Deed must be filed along with the Property Line Adjustment survey. Please submit this deed with the final, revised copy of the Property Line Adjustment survey plat for the City of Johnson "Approval for Recording"*

PLAT REQUIREMENTS FOR PROPERTY LINE ADJUSTMENT

1. 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.
2. Names, addresses, telephone numbers, of owner(s), developer(s) and project representative.
3. North arrow, scale (graphic and written), date of preparation, zoning classification, and proposed use.
4. 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.
5. 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.
6. 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.
7. 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.)
8. 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.
9. 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.
10. Each plat shall have 2 points described in State Planes Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83)
11. Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
12. Curve data for any street which forms a project boundary.
13. Existing 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.
14. Water systems, on or near the site:
 - a. Provide pipe locations, types, and sizes
 - b. Note the static pressure and flow of the nearest hydrant
 - c. Show location of proposed fire hydrants and meters.
15. Sanitary Sewer & Storm Water Systems
 - a. Provide pipe locations, sizes, types and service locations.
 - b. Manhole locations of rim and invert location.
16. Other Utilities:

(Note: This category includes, but is not limited to Telephone, Electrical, Natural Gas, and TV Cable)

 - a. Locations of all related structures (pedestals, poles, etc.).
 - b. Locations of all lines (note whether the line is below or above ground).

17. State the width, location, and purpose of all proposed easements or rights of way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project.
18. The location, dimensions, 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.
19. The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.
20. 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)
21. The location and size of existing and proposed signs, if any.
22. Draft of covenants, conditions, and restrictions, if any.
23. Show required building setbacks. Provide a note on the plat of the current setback requirements for the development. A variance is necessary from the Planning Commission for proposed setbacks less than those set forth in the zoning district.
24. Any other data or reports as deemed necessary for project review by the City of Johnson.
25. Signature block certifying ownership, title and dedication.