

CITY OF JOHNSON, ARKANSAS

LOT SPLIT

FOR STAFF USE ONLY

FEE: \$200.00

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

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: _____

Size of Parent Tract (in acres): _____

Resulting Tracts (in acres): _____

Previous divisions of parent tract since 1985 (dates and brief description): _____

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.)

Property Owners of Record (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 - \$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. Legal description and parcel numbers of property to be split. A survey may be required if the property description can't accurately be platted or if it is described by referring to other deeds.
4. 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)
5. 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)
6. A copy of the plat on record in the county assessor's office. The owner's name and the parcel number for every adjacent property shall be shown on this plat (map).
7. All proposed lots must meet the minimum bulk and area requirements for the zoning district in which the lot is located. This also requires minimum frontage on a public street. (If the minimum frontage requirement is to be met by the construction of a public street, the street must be constructed to the City of Johnson's minimum street standards).

8. All lots must have direct access to public water and sewer lines. Service lines may not cross property lines. Public mains may have to be relocated or extended at the property owner's expense to meet this requirement. This must be done prior to filing of any deeds and/or sale of property.

9. Twenty four (24) copies of a survey of the property. The survey shall be collated, bound and *folded* to page size with title information on the outside. Maximum submittal size is 18x24. Surveys should be drawn in layers, symbols, and line types. All of the following information shall be contained:
 - a. Lot configuration including bearings, distances and size for each existing lot.
 - b. Lot configuration including bearings, distances and size for each proposed lot.
 - c. Legal description of parent tract as well as remaining tracts is required.
 - d. Adjoining property owners, zoning and parcel numbers.
 - e. Floodplain reference.
 - f. Legend.
 - g. All structures, drives, utilities and septic systems.
 - h. Dimension each right-of-way from centerline.
 - i. All casements – present and proposed.
 - j. Vicinity map indicating several north/south streets and several east/west streets as well as a north arrow indication.
 - k. Required setbacks based on zoning district.
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 - m. Each plat shall have 2 points described in State Plane Coordinates, Arkansas, North, North American Datum, 1983 (NAD83).

Note: As the request goes through the review process, revised copies of the project plat will be required

It is recommended that you schedule a meeting with the Building Official prior to completing the Lot Split application.