

CITY OF JOHNSON, ARKANSAS
PRELIMINARY PLAT

<i>FOR STAFF USE ONLY</i>	<i>FEE: \$200.00 - \$800.00</i>
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: _____

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
Grading & Drainage	
Up to 0.5 acre	\$ 75.00
0.5 acre to 1 acre	\$100.00
Over 1 acre	\$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 number of property (may be found on deed or current survey of property). A survey may be required if the deed cannot be platted accurately.

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. Signed LSD and Grading and Drainage Applications.

8. 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 24x36. 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.

9. 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

10. Names, addresses, zoning 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.
11. Names, addresses, telephone numbers, of owner(s), developer(s) and project representative.
12. North arrow, scale (graphic and written), date of preparation, zoning classification, and proposed use.
13. 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.
14. Provide a complete and accurate legend.
15. 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.
16. 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.
17. 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.
18. Site coverage note indicating the percentage of site that is covered by both buildings and surfaced area.

Legal Description

19. Written legal descriptions including area in square feet and 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.)
20. 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.
21. 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.
22. Each plat shall have 2 points described in State Planes Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83)
23. Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
24. Curve data for any street which forms a project boundary.

Floodplain / Floodway / Wetlands

25. 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.

26. Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress.

Topographic Information

27. Existing and proposed topographic information with source of the information noted.
Show:
 - a. Two foot contour interval for ground slope between level and twenty percent.
 - b. Five foot contour interval for ground slope exceeding twenty percent.
28. Spot elevations at grade breaks along existing road centerlines, gutter lines and top of curbs or edge of pavement.
29. Contours of adjacent land within 100 feet of the project shall also be shown.

Landscape Plans

30. The conceptual design may be reviewed by the Planning Commission, however a detailed plan must be approved by the Building Official prior to the issuance of the building permit. The conceptual plan shall show the general layout of the plant material and shall include proposed plant species (common names are acceptable) and size. Existing and proposed utility lines shall be shown on the plan. When an ordinance requires shrubs or other screening material, show the layout of planting beds (it is recommended that shrubs be within defined planting beds for ease of maintenance) The detailed plan shall also include approved planting details and notes and particulars for irrigation.
31. Landscape proposals for parking lots shall include proposed plant species (common names are acceptable) and size. Existing and proposed utility lines shall be shown on the plan. State the method for irrigating the plant material on the plan. When an ordinance requires shrubs or other screening material, show the layout of planting beds (shrubs must be within defined planting beds for ease of maintenance).

Utilities - Existing

32. Show on the drawing all known on-site and off-site existing utilities and easements (dimensioned) and provide the structures locations, types, and condition and note them as "existing" on the plat.
33. 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.

Utilities - Proposed

34. Show all storm sewer structures, sanitary sewer structures and drainage structures:
35. Show all Sanitary sewer systems
36. Note the occurrence of any previous overflow problems on-site or in the proximity of the site.
37. 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.
38. Underground or surface utility transmission lines:
(*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)
 - c. A note shall be placed where streets will be placed under the existing overhead facilities and the approximate change in grade for the proposed street.
39. 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.

Streets, Rights-of-way, And Easements

- 40. 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.
- 41. 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.
- 42. The location of all existing and proposed street lights (At every intersection, cul-de-sac & every 250' and associated easements to serve each light.)

Site Specific Information

- 43. Provide a note of any known existing erosion problems on-site or within 300' downstream of the property.
- 44. The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.
- 45. 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)
- 46. 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.).
- 47. 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.
- 48. For large scale residential development, indicate the use and list in a table the number of units and bedrooms.
- 49. For non-residential use, indicate the gross floor area, and if for multiple uses, the floor area devoted to each type of use.
- 50. The location and size of existing and proposed signs, if any.
- 51. Location and width of curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections.
- 52. Location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate pattern of traffic flow; include a table showing required, provided, and handicapped accessible parking spaces.
- 53. Location of buffer strips, fences or screen walls.
- 54. Indicate location and type of garbage service. Dimension turnaround area at dumpster location.
- 55. A description of commonly held areas, if applicable.
- 56. Draft of covenants, conditions, and restrictions, if any.
- 57. A written description of requested waivers from any city requirement.

58. 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

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

Prior to Building Permit:

60. Prior to the issuance of a building permit for a large scale development, an easement plat shall be filed dedicating all required easements and rights-of-way.
61. Grading and drainage permits.
62. No permitting will be authorized until after a preconstruction meeting has been held. It is the consulting engineer's responsibility to schedule this meeting.
63. Completion of all required improvements or the placement of a surety with the City (bond). Guarantees in Lieu of Installed Improvements to guarantee all incomplete improvements. Further, all improvements necessary to serve the site and protect public safety must be completed, not just guaranteed, prior to the issuance of a Certificate of Occupancy.
64. Approval of preliminary and final plats.

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.)