



**CITY OF
LITTLE FLOCK**
1500 Little Flock Drive
Little Flock, Ar. 72756
City Hall 479-636-2081
Fax 479-636-2318
Cityoflittleflock.com

Final Plat

Fee: \$200.00 + \$1.00 per lot

Application & Checklist

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.

Property Information	Address:	Project Description	Project Name:
			Number of Lots:

Owner	Name:	Phone:
		<input type="checkbox"/> Select if this is the primary contact
	Address:	Fax:
	City, State, Zip:	E-mail:

Developer	Name:	Phone:
		<input type="checkbox"/> Select if this is the primary contact
	Address:	Fax:
	City, State, Zip:	E-mail:

Engineer	Name:	Phone:
		<input type="checkbox"/> Select if this is the primary contact
	Address:	Fax:
	City, State, Zip:	E-mail:

Application / 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.

✓ _____ Date: _____

Property Owner / Authorized Agent: I certify under penalty of perjury that I am the owner of the property that is subject of application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indication that the agent is authorized to act on his/her behalf.)

✓ _____ Date: _____

Official Use Only	Date Application Submitted:	PC Meeting Date:
	Date Accepted as Complete:	Zone:

Final Plat Checklist

Application will not be placed on the Planning Commission Agenda until this information is furnished.

- Application.** Application form must be complete.
- Fee.** Payment of application fee.
- Plat / Plan.** A plat or plan drawn. Ten (10) complete copies and five (5) site plans or plan folded to page size with the title information on the outside.
- Digital Copy.** The plan/plat in digital form with all information.
- Donated Assets.** Approved estimate of donated assets, broken down by improvement type (streets, water, electric, sewer, drainage, and sidewalks) as prepared by the engineer-of-record.
- Copy of Street Sign Payment Receipt.** Street Sign must be paid in full prior to application submittal.

Final Plat Specifications

The following information shall appear on the plat or plan:

1. Name, address, telephone numbers, and fax numbers - if available, of the record owners, applicants, and surveyor/engineer (sealed and signed) preparing the plat or plan.
2. North arrow, scale, date of preparation, and area (in square feet and acres) of the plat of plan, and date of the survey.
3. Sign-off block per city requirements
4. Title block located in the lower right-hand corner indicating the name and type of project, firm or individual preparing the drawing, and date.
5. Note regarding wetlands, if any. Note if Army Corps of Engineers determination is in process.
6. Written legal descriptions that read clockwise. (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provide.
7. Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing
8. Labeled property lines with bearings, dimensions and curve data.
9. Highway right-of-way lines clearly labeled. (The proposed R.O.W. lines shall be shown and dimensioned)
10. Clear representation of the 100-yr. floodplain and /or floodway and base flood elevations. Reference the FIRM panel number and effective date. A listing of all lots that are located in the Flood Hazard area and the symbol of "FP" located on each lot.
11. Provide a benchmark (IF WITHIN ½ MILE) – clearly defined with an accuracy of 1/100 of a foot. This benchmark must be tied to USGS Datum.
12. Provide a complete and accurate legend.
13. A general vicinity map of the project with a radius of 1 mile from the project.
14. Revision block and Filing Block (2x2) in the upper right-hand corner.

Proposed and Existing Utilities

15. The width, approximate locations, and purposed easements for drainage, sewers, flood control, or other public purposes within and adjacent to the project (including proposed setback lines). If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.

Proposed and Existing Streets, Right-of-Ways, and Easements

16. The location, widths, grades and names (avoid using first names of people for new streets) or designations of all existing and proposed alleys, paths, and other right-of-ways, 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.

PROSED LOTS

17. The lot layout, the dimensions of each lot, number of each lot, total square footage or acreage to the nearest one-hundredth (1/100th) acre of each lot, and the approximate finish grade and FFE where pads are proposed for building sites. Minimum lettering height shall be one-eight (1/8) inch. Lots shall be numbered consecutively for all phases. The total number of lots shall be indicated on the plat.
18. The designation of all "outlots" and anticipated uses if known.

SITE SPECIFIC INFORMATION

19. The location of existing or proposed ground leases or access agreements.
20. 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 or for the purpose of providing public access to any public water, river, or stream, it shall be designate.
21. A description of proposed public or commonly held areas, and draft "open space" easement agreements, if applicable.
22. Draft of covenants, conditions, and restrictions, if any.
23. A written description of requested waivers from any city requirement.
24. Proposed building setbacks. A variance is necessary for proposed setbacks less than those set forth in the zoning district.

DIGITAL COPY

25. A digital copy with all information in AutoCad or a similar format must be submitted with your application. Information shall include property boundary, lot lines, easements, building setbacks, right-of-ways, street widths, etc. Line and curve data is encouraged but not required. Questions concerning this requirement may be directed to Planning.

OTHER REQUIREMENTS

26. Any other data or reports as deemed necessary by the City Planner and City Engineer as described below.

The City Planner or City Engineer may waive any of the foregoing requirements when, in their discretion, any such requirements is not necessary due to the nature of the proposed subdivision or large scale development, or other circumstances justify such waiver. A preapplication conference can be arranged and is encouraged to review the proposed project and discuss the checklist requirements.

Final Plat Policies and Procedures

A. Prior to applying for final plat approval:

An application for final plat approval may be submitted for Planning Commission approval when one of the following requirements are met:

1. **Improvements Complete.** An application may be submitted when all of the improvements, as shown on the approved preliminary plat with the following documents/ actions:
 - A. **Certificate of Completion:** The owner/developer's engineer of record submits a statement certifying that all improvements and installations to the subdivision required for its approval have been made, added, or installed in accordance with city specifications.
 - B. **Final Inspection:** The City Engineer has conducted and certifies a final inspection.
2. **Improvements Substantially Complete.** An application may be submitted when the subdivision is substantially completed.

B. Prior to Planning Commission review:

The following items must be submitted to the Planning office no later than seven (7) days before the Planning Commission meeting at which the final plat will be reviewed:

1. **Maintenance Letter of Credit.** The owner/developer shall submit a maintenance letter of credit.
2. **Guarantee of Improvements.** If the improvements are substantially complete, the owner/developer shall submit a cashier's check.

C. After Final Plat approval:

1. **Owner/Developer Responsibility:** Upon approval of the Final Plat and acceptance of the public dedications by City Council, the owner/developer shall submit ten (10) copies to the Planning Department.
2. **Planning Department Responsibility.** The City of Little Flock will record the Final Plat in the Office of the County Recorder within thirty (30) days from the date of submittal of the required documentation by the owner/developer.

D. After Recording:

Building permits may be issued after proof of the recording of the Final Plat has been provided to the appropriate City Department.

*If you have any question please contact the City of Little Flock or email the Planning Department at planningcommission@cityoflittleflock.com