



1500 Little Flock Drive
 Little Flock, Ar. 72756
 City Hall 479-636-2081
 Fax 479-636-2318
 Cityoflittleflock.com

Incidental Subdivision

\$125.00

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 the application is completed and required information provided at least 15 calendar days before the next scheduled Planning Commission meeting.**

Property Information	Address:	Project Information	Project Name:
	Parcel #		Project Type: (Circle One) Lot Split Property Line Adjustment Informal Plat Correction Plat
	Acreage:		

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

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

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

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

Applicant / Representative: I certify 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 that I am the owner of the property this is the subject of this 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 indicating 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:

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- Application. Completed application required at time of application submittal.
- Fee. Payment of the application fee.
- Deed. Copy of the warranty deed.
- Survey. Survey of the property signed and sealed by a registered land surveyor with the State of Arkansas showing the following information:
 - Lot configuration including bearings and distances and size for each existing lot.
 - Lot configuration including bearings and distances and size for each proposed lot.
 - Legal description of parent tract and tracts on split.
 - Dimensions of right-of-way from centerline.
 - All easements – present and proposed.
 - Legend (sidewalks, hydrants, building setbacks, etc.)
 - Zoning of property.
 - Floodplain notes.
 - Vicinity map (1mile radius indicating several North/South streets and East/West streets), as well as North arrow.
- Plat. Submittal of Five (5) copies to the City Hall at the time of application. When approved by the Planning Commission, these plats must be signed by the owners, the mayor, the PC Chair, and Benton County. Then it will be returned to Little Flock City Hall to the Planning Department.
- Easement agreement (if applicable)
- (Lot Splits only) Public hearing notices must be made 15 days prior to the scheduled public hearing. Once a complete application has been made the city will post a public hearing sign on the property no less than 15 days prior to the scheduled public hearing.
- (Lot Splits only) Certified letters must be sent, by the applicant, to all property owners within 300 feet of the property line. The notification letter will be supplied by the Planning Department. It is the responsibility of the applicant to make the needed copies and send by certified mail. A list of all the surrounding property owners within 300 feet of the property line needs to be supplied to the Planning Department. The purpose of this is to verify all required property owners have been correctly notified. It is preferred that all certified receipts be received by the Planning Department within 48 hours of mailing.

Lot Splits and Property Line Adjustments

What is a Lot Split?

A lot split divides a piece of property, regardless of size, **into two pieces of property.**

What is a property line adjustment?

A property line adjustment is any adjustment of property lines that does not create a new lot. You cannot alter a lot in such a way that would create an illegal situation in terms of setbacks, required lot width, required lot size, or buildable area.

Who must approve a lot split?

The Planning Commission approves Property Line Adjustments and Lot Splits. If the property falls outside the city limits of Little Flock, but within the Planning area, additional approval for the lot split will be required by the City and the County.

Subdivision covenants may restrict further splitting of your property. Please check with your Property Owners Association before filing an application.

Please Note: One (1) Lot Split every Three (3) years.

How much will a lot split cost?

The fees for a lot split are: \$125.00 application fee. You will probably incur other costs too, such as the cost of a survey and the cost of having a new abstract prepared.

In addition to these costs, the Planning Commission may make the lot split contingent on other improvements, such as sidewalks, extensions of water lines, and street improvements. Dedications of easements and right-of-ways are also required in most cases.

Do the lots have to be a certain size?

It is important to note that all lots still must meet zoning requirements. For example, in an A-1 (Agricultural zone) you must have a minimum street frontage of 150-feet with a minimum lot size of 3 acres. In an R-1 (Low Density Residential zone) the lot size requirements are a minimum of 150-foot street frontage with a minimum of 1 acre.

Does the city approve lots splits outside the city limits?

Yes, if the land is outside Little Flock City limits but within the Planning area. A map of the Planning area is available at Little Flock City Hall.

Incidental Subdivision Plat / Survey Specifications

The Following information shall appear on the plat or survey:

1. Property lines of all property owners to the exterior boundaries of the project shall be located on the plat at the location of their property.
2. Names, addresses, telephone numbers and fax numbers, if available, of all parties involved in the project. Include registration and license number.
3. North arrow, scale, dates of preparation, all adjacent zoning classification and proposed use.
4. Provide a complete and accurate legend.
5. Boundary survey of the property shown on the plat / plan. The surveyor shall seal, sign and date the survey. The survey shall be tied to State Plane Coordinates on two controlling corners of the property.
6. Written legal descriptions, including area in square feet or acres 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 provided.)
7. Curve data for any street, which forms a project boundary. Curve data shall include radius and arc distance.
8. 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 centerlines should be shown and dimensioned.
9. The location of all existing structures. Dimension building and setbacks from the building side to property lines. Do not show setback line, only dimensions.

Easements

10. Show all known on-site and off-site existing utilities and easements (dimensioned) and provide all structure locations, types and condition and note them as "existing".
11. Existing easements shall show the name of the easement holder and purpose of the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.
12. The width, approximate locations, and purposes of all proposed easements or right-of-way for utilities, drainage, sewers, flood control, ingress-egress or other public purposes within and adjacent to the project.
13. Identify and dimension all access easements, including egress and ingress.

Subdivision of Land

14. The lot layout, the dimensions of each lot, number of each lot, total area in square feet or acreage to the nearest one-hundredth (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. These numbers shall be associated with each phase of the subdivision. Avoid using blocks. The total number of lots shall be indicated on the plat.