

Incidental Subdivision Application Case #: \_\_\_\_\_

Incidental Subdivision Fee:

Filing Date: \_\_\_\_\_

Application Fee: \$200 Plus: \$2/each lot



**CITY OF RUSSELLVILLE**  
**Planning and Zoning Department**  
220 N. Knoxville  
Russellville, AR 72801  
Telephone (479) 968-2406; Fax (479) 968-2358

**APPLICATION FOR AN INCIDENTAL SUBDIVISION**

*All items must be completed. Mark "NA" if Not Applicable. If additional space is needed, attach more pages to this form. Failure to provide a complete application could result in denial of application.*

**PROPERTY**

Address:

Legal Description:

**PROPERTY OWNER - WHO IS THE PROPERTY VESTED TO?**

Name

Address

Telephone

E-mail

**PERSON FILING APPLICATION (IF OTHER THAN OWNER) - Attach Appointment of Agent with Application**

Name

Address

Telephone

E-mail

**ZONING CLASSIFICATION:**

**INTENDED USE OF THE SITE:**

**(THERE ARE) (THERE ARE NO) DEED RESTRICTIONS PERTAINING TO THE USE OF THIS PROPERTY. ANY**

**ARE DESCRIBED AS:**

**APPLICATION SHALL INCLUDE:**

1. Survey which includes the following elements (required for approval)

- |  |   |
|--|---|
| A. Name and Address of owner of record and subdivider        | J. Lot lines with dimensions                                      |
| B. Name of Subdivision                                       | K. Building Setback lines with dimensions                         |
| C. Date of the plat, north point, and graphic scale          | L. Lot and block numbers with all street and/or 911               |
| D. Name of all Streets                                       | M. Existing Easements, Buffer Strips and Public Utility Easements |
| E. True courses and distances to the 2 nearest est. sections | O. Location and description of all monuments                      |
| F. Exact boundary lines, indicated by a heavy line           | P. Key map where more than one sheet is required                  |
| G. Streets and Alleys within and abutting the subdivision    | Q. Location of tract by legal description and giving acreage      |
| H. Street center lines with angles of deflection & bearing   |   |
| I. Source of title giving deed record book and page          |   |

Staff may only approve if there are no new streets or alleys, no vacation of streets, alleys, setback lines, access control or easements required, no significant increases to public service, there are not any substandard lots created, all lots front a public street with adequate right-of-way, no variances are requested, and no public improvements are required.

**Under penalties of perjury, I declare that I have examined this application/petition, including accompanying materials and states, and to the best of my knowledge and belief, it is true, correct, and complete.**

Appeal Process: Any Applicant aggrieved by the determination of the City Planner and/or Public Works Director may, within thirty (30) days of such decision, appeal the determination of staff to the Planning Commission.

**SIGNATURE OF REPRESENTATIVE:**

**SIGNATURE OF OWNER:**

**DATE:**