

CHECK LIST FOR FINAL PLAT

IN ORDER THAT WE MAY PROCESS YOUR APPLICATION AS QUICKLY AS POSSIBLE, PLEASE BE SURE TO INCLUDE THE FOLLOWING. PLEASE CHECK OFF EACH ITEM, SIGNIFYING THAT THEY HAVE BEEN INCLUDED IN YOUR SUBMISSION, SIGNED AND DATED BELOW.

Application:

- _____ Letter of Intent address to the Planning Commission.
- _____ APPOINTMENT OF AGENT, if necessary, completed and attached.
- _____ Filing Fee of \$100 plus \$2.00 for each lot in the plat not to exceed \$400.00.

Plat:

- _____ Five (5) folded full-scale copies of the final plat at a scale of 1"=100'.
(For recording purposes)
- _____ Five (5) folded full-scale copies of the final plat at a scale of 1" =100'.
- _____ Fifteen (15) reduced-scale copies (size 11" X 17").

Display the following:

- _____ Name of subdivision.
- _____ Name and address of owner of record, subdivider, and surveyor or engineer.
- _____ North Point, graphic scale and date.
- _____ Exact boundary lines of the tract by bearing and distance.
- _____ Names of adjoining owners and subdivisions.
- _____ Proposed design including streets and alleys with proposed street names, lot lines with appropriate dimensions, easements, land to be reserved or dedicated for public use, and land to be used for purposes other than residential.
- _____ Block numbers and/or lot numbers.
- _____ Minimum building front yard setback lines.

_____ While the plat shall show the actual boundary survey, the layout of the proposed subdivision lots, blocks, and streets may be scaled dimensions.

_____ State Health Department approval of the water and/or sewerage system if other than existing public system.

_____ Improvement plans for all facilities and utilities and City Engineer's review:

- a. Water Department
- b. Sewer Department
- c. Fire Department
- d. Electric Utility
- e. Gas Utility
- f. Telephone Utility
- g. Cable Utility
- h. State Health Department, if applicable
- i. City Mayor (for street lights)

_____ Location of all boundary monuments.

_____ Certification of registered land surveyor.

_____ Certification seal by registered land surveyor.

_____ Certification by owner describing dedication of areas and improvements to public, evidence of dedication of public rights-of-way, easements and improvements.

X _____
(Signature of Applicant)

(Date)

PROCEDURE FOR SUBMITTING **FINAL PLAT**

Application for **Final Plat** approval must be submitted to the Russellville City Hall, Planning Department, 203 South Commerce, Russellville, AR 72801, twenty (20) days prior to the next regular Planning Commission meeting (4th Monday of each month).

The application will consist of:

1. A letter of application requesting review and approval of the final plat.
2. APPOINTMENT OF AGENT completed and attached.
3. Five (5) **folded** full-scale copies of the final plat at a scale of 1"=100' containing the information as specified for final plats in Article VI (Plat Requirements) of the Land Subdivision and Development Code (Ordinance No. 1401) and fifteen (15) reduced-scale copies (size 11" x 17" preferred).
4. Five (5) **folded** full-scale copies of the final plat, signed by the developer.
5. Payment of a filing fee of \$100.00 plus \$2.00 for each lot in the plat (fee not to exceed \$400.00).

If the above procedures are met, the Planning Commission will review the application at the next regularly scheduled meeting.

If you have any questions about the application or procedures, please do not hesitate to contact City Planner David Harris dharris@rsvlar.org or Administrative Assistant Lequitta A. Jones ljones@rsvlar.org at Russellville City Hall, Planning Department, 203 South Commerce, Russellville, AR 72801. (479) 968-2098.

CITY COUNCIL SUBMISSION REQUIREMENTS

RESPONSIBILITIES OF THE OWNER OR OWNER'S REPRESENTATIVE:

If approved by the Planning Commission, it must be adopted by the City Council by Ordinance.

1. The developer (or an attorney) will prepare the ordinance and submit it to the **City Attorney's Office** at City Hall at least 8 days prior to the regular City Council meeting (3rd Thursday of each month).

APPOINTMENT OF AGENT
RUSSELLVILLE, ARKANSAS

I, _____ certify by my signature below that I hereby
authorize _____ to act as my agent
regarding the _____ of the below described property.

Property described as: _____

Signature of Title Holder

Date

Subscribed and sworn to me, a Notary Public on this _____ day of _____, 20__

Notary Public

My commission expires _____ , _____