

CHECK LIST FOR PRELIMINARY 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 addressed 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 preliminary plat at a scale of 1"=100' containing.
- _____ 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.
- _____ Map showing location.
- _____ Exact boundary lines of the tract by bearing and distance.
- _____ Names of adjoining owners and subdivisions.
- _____ Existing streets, buildings water drainage, railroads, utilities and easements.
- _____ 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.
- _____ The present zoning classification, if any, on the land to be subdivided and on the adjoining land, and a designation of the proposed uses of land within the subdivision and any zoning amendments to be requested.
- _____ Contour intervals shown at intervals of not more than five (5) feet for terrain with an average slope of 5% or more, and at an interval of two (2) feet for terrain with slope of less than 5%.
- _____ If any portion of the land being subdivided is subject to flooding, the limit of such flooding shall be shown.
- _____ Plat shall show the actual boundary survey, the layout of the proposed subdivision lots, blocks, and streets may be scaled dimensions.
- _____ If the proposed subdivision is a portion of a tract which is later to be subdivided in its entirety, then a sketch master plan for the entire subdivision shall be submitted with the preliminary plat of the portion first to be subdivided. The sketch master plan shall conform in all respects to the requirements of the preliminary plat, except that it may be on a scale of not more than 1"=400', and all dimensions may be scaled.
- _____ 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)
- _____ Certification by registered Engineer.

X _____
(Signature of Applicant)

(Date)

Procedure for Submitting Preliminary Plat

Application for **Preliminary Plat** approval must be submitted to 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 should consist of:

1. A letter of intention.
2. APPOINTMENT OF AGENT completed and attached.
3. A statement signed by the registered engineer preparing the plat that he has, to the best of his ability, designed the subdivision in accordance with the Comprehensive Plan, with which he is completely familiar, and in accordance with the ordinances and regulations governing the subdivision of land except where an exception is requested in writing and the reasons for which are clearly stated.
4. Five (5) **folded** full-scale copies of the preliminary plat at a scale of 1"=100' containing the information as specified for preliminary plats in Article VI (Plat Requirements) of the Land Subdivision and Development Code (Ordinance No. 1401).
5. Fifteen (15) reduced-scale copies (size 11" x 17" preferred) of the site plan required for distribution to other City officials.
6. 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 or Administrative Assistant Lequitta A. Jones at Russellville City Hall, Planning Department, 203 South Commerce, Russellville, AR 72801. (479) 968-2098.

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 _____, _____