

FINAL PLAT APPROVAL GUIDE

APPLICATION CHECKLIST:

1. A letter of application requesting review and final approval of the plat.
2. The final plat and other documents as specified in the Final Plat Requirement Checklist (**see reverse page**).
3. 10 black or blue line prints of the final plat, clearly and legibly drawn, submitted on white paper. 5 of which shall be no larger than 24 inches by 36 inches, and 5 of which shall be no larger than 11 by 17 inches and no smaller than 8.5 inches by 11 inches.
3. \$100 fee plus engineering review fee.

PROCEDURE:

1. The final plat of the proposed subdivision shall be submitted to the planning commission for final approval no less than two months after the preliminary plat approval. Submission must occur while the Certificate of Preliminary Plat Approval is in effect. If not, the preliminary plat shall be considered as having been abandoned, unless the planning commission agrees to an extension of time.
2. If the subdivider requests permission to develop only a portion of the property for which the preliminary plat was approved, the planning commission may grant approval of a final plat for said portion alone. Residential plats shall contain at least 3 lots of the approved preliminary plat seeking final plat approval. A performance bond may be required for the public improvements in an amount as commensurate with the stage of the plat being filed.
3. The application will be reviewed by the city staff and engineer. A list of any problems with the plat will be provided to the developers.
4. The planning commission shall review the plat and approve or disapprove it. If disapproved, the applicant will be notified within 5 days with a letter stating the reasons why.
5. Final approval of the final plat shall be indicated by the execution of a Certificate of Final Plat Approval.
6. Approval of the plat shall not constitute acceptance of any dedications of infrastructure shown on a plat. Separate agreement on the acceptance of dedications with the city council must be made before the plat will be allowed to be recorded.
7. See Section 5.13 – 5.15 regarding acceptance of public dedications and recording of the plat. All improvements provided by the developer shall be subject to a one-year warranty by the developer.

FINAL PLAT REQUIREMENT CHECKLIST

- Phasing plan that outlines all boundaries for each phase and locations of all monuments for the subdivision
- Accurate locations and descriptions of all monuments shall be shown indicating size, type of material, and construction thereof
- As-built drawings
- The adjusted bearings and distances shown on all boundary lines and ties to all corners of record utilized. Where boundary lines are curves, sufficient data shall be provided to adequately describe the curve. Data for each curve shall consist of radius, arc distance, delta angle, and chord bearing and distance. Where boundary lines are common with previously platted properties, record bearings and distances shall also be shown.
- Bill of assurance describing proposed covenants, restrictions, and conditions applicable to a property
- Certificate of engineering accuracy
- Certificate of owner
- Certificate of surveying accuracy
- Certifications that subdivision boundary plat has been surveyed and filed with the state surveyor
- Cultural and natural features and flood plain
- Drainage quantities (cubic feet per second) and improvements, drainage points of entry and exit for the development, and a flood hazard area. The preceding must be prepared by a professional engineer.
- License number and registration for all professionals
- Location of tract by legal description giving acreage to the nearest one-tenth of an acre
- Municipal and or county boundaries that pass through or about the subdivision
- Name and address of developer
- Name and address of owner on record
- Name of subdivision
- The proposed open space, green space, and landscaping
- Master street plan, rights-of-way, street names, centerlines, and easements bordering or traversing the property
- Source of title to property giving deed record book page or instrument number
- Subdivision type
- Tabulation by lot and tract showing area and width at front setback line
- Vicinity map covering a radius of ½ mile of the proposed plat at a scale of 1": 2000' that generally locates significant community facilities and arterials
- Written approval of any wastewater treatment facilities by the Arkansas Department of Environmental Quality
- Written approval of water and wastewater facilities from the Arkansas State Department of Health
- Zoning classifications within the plat and abutting areas

City of Lonoke
107 W. 2nd St.
Lonoke, AR 72086
PHONE: 501-676-4300

FINAL PLAT APPLICATION

Property Owner
Name/Signature: _____

Spouse
Name/Signature: _____

Property Address: _____

Development Description: _____

Legal Description: _____

Zoning: _____

The undersigned property owner designates the following agent or attorney to represent the applicant at all hearings:

Name	Address	City	State	Phone No.
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Property Owner Mailing Address

City

State

Zip

Phone: _____