

INCIDENTAL SUBDIVISION APPROVAL GUIDE

APPLICATION CHECKLIST:

1. Letter of intent.
2. 4 copies of the Plat Map.
3. \$50 application fee.
4. Source of title to the property.
5. All other documents as specified in the Incidental Subdivision Requirement Checklist (**see reverse page**).
6. Application must be filed at least 20 days prior to a regular meeting of the planning commission.

PROCEDURE:

1. The planning commission shall review the application at the next regularly scheduled meeting after receiving the completed application with all required attachments.
2. If the commission determines that the plat meets the requirements of the Unified Development Code, then the commission shall certify its approval of the plat, make proper notation on the original tracing of said plat, and permit the plat's recording in the office of the Circuit Clerk Recorder.

INCIDENTAL SUBDIVISION REQUIREMENT CHECKLIST

- Accurate locations and descriptions of all monuments shall be shown indicating size, type of material, and construction thereof
- 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.
- Certificate of owner
- Certificate of surveying accuracy
- Cultural and natural features and flood plain
- 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
- 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
- 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

INCIDENTAL SUBDIVISION 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 Signature

Property Owner Mailing Address	City	State	Zip
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Phone: _____