

PRELIMINARY PLAT APPROVAL GUIDE

APPLICATION CHECKLIST:

1. Letter of request, including requests for any waivers of conditions from specified regulations.
2. All requirements from the Plat Requirements Checklist (**see reverse page**).
3. Source of title to the property.
4. \$150 + engineering review.

PROCEDURE:

1. The application must be filed at least 20 days prior to a regular meeting of the planning commission. The plat must be prepared by a registered and licensed professional engineer or professional surveyor.
2. The subdivider or designated representative must submit complete construction drawings, and the city shall not issue a notice to proceed until city staff and the city engineer have reviewed and approved the drawings. See section 5.4.2.
3. The preliminary plat will be approved by the planning commission when the applicant has provided clear evidence that:
 - It meets all requirements of the code
 - Provisions for an adequate water supply system have been made
 - Adequate provisions have been made for a public sewage system if one has been proposed
 - All areas of the subdivision which involve topographical conditions presenting hazards have been identified and assessed
 - Traffic generated by the new subdivision will not overload the existing municipal system
 - The developer has taken every effort to mitigate the impact of the proposed subdivision on public welfare

The planning commission and city staff shall review the application. The developer will be provided a list of any problems with the plat. After review the planning commission may approve, deny, or ask the developer to resubmit the application.

4. Approval shall be accompanied by a Certification of Preliminary Plat Approval, which authorizes the subdivider to proceed with final plat application, which must be submitted no more than 12 months after the approval.
5. Disapproved preliminary plats may be resubmitted to the administrative official for review.

PRELIMINARY PLAT REQUIREMENT CHECKLIST

- Phasing plan that outlines all boundaries for each phase and locations of all monuments for the subdivision
- 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 owner
- Certificate of surveying accuracy
- 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
- Proof of current property taxes
- Static pressure and flow of the nearest hydrant
- Soil tests where indicated
- Master street plan, rights-of-way, street names, centerlines, and easements bordering or traversing the property
- 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

PRELIMINARY 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.

Property Owner Signature

Spouse Signature

Property Owner Mailing Address

City

State

Zip

Phone: _____